

SUPERVISING CLERK - CONFIDENTIAL

DEFINITION:

Under general direction, to supervise and direct the clerical activities of more than one functional area or unit; to assist in carrying out administrative policy and procedures; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are found only in the departments of Chief Administrative Office and Human Resources. Incumbents in this class function as second-line supervisors, directing the activities of more than one clerical unit, in a major division of a department, through subordinate supervisors. Incumbents are involved in highly confidential and sensitive information pertaining to the decision making process of the county affecting labor relations and/or privileged employment related transactions.

EXAMPLES OF DUTIES:

Organizes functional units and establishes clerical policy and procedures; establishes work assignments and performance standards; interviews, selects, trains, counsels, and evaluates the performance of subordinate clerical personnel; interprets and carries out County policy and procedures which are common to all departments; coordinates work with other departments or divisions; summarizes and maintains financial and statistical records and data; composes and prepares correspondence and reports; participates in identifying and solving departmental procedural problems; provides input into and may assist in monitoring budgets, requisitions for service, supplies and equipment, identifying resources and planning departmental work flow and activities.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Principles and techniques of supervision.
- County organization, operation, and function.
- Departmental clerical policy, procedures and forms.
- Office administration.

General Knowledge of:

- County policy and procedures including Civil Service Rules, the Compensation Ordinance, and procedures of hiring, budget, requisition, grievance and discipline.
- Data processing systems and terminology.
- Accounting principles.

Skills and Ability to:

- Plan, organize, direct, and schedule work assignments.

- Establish standards and review and monitor work.
- Develop, read, interpret, carry out and explain to others policy and procedures.
- Communicate effectively both orally and in written form.
- Compile and summarize data/information and maintain records.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which would likely demonstrate the knowledge and/or skills stated above. An example of such education/experience is: Four (4) years experience performing a wide variety of increasingly difficult and highly technical clerical duties. At least eighteen (18) months of experience must have been performing duties identical to or at the same level as Senior Clerk in the County service.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).